

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Public Information Material

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Homeland Security
U.S. Customs and Border Protection

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning *Date of Award* and ending July 31, 2009, plus up to four optional 12-month extensions periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on November 5, 2008.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, Washington, DC, 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Kariane Reid (202) 512-0455 (No collect calls) or aps-team1@gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. August 2002)).

“GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.”

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC ZI.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheet
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet
P-10. Process Color Match	O.K. Press Sheet

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. OK Proof, Electronic Media, Camera Copy
- P-8. OK Proof, Electronic Media, Camera Copy
- P-9. Pantone Matching System Color
- P-10. OK Proof, Electronic Media, Camera Copy

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires.

If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to July 31, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending April 30, 2008 called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for "All Paper" will apply to all paper required under this contract.
2. The applicable index figures for the month of July 2008, will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the contractor's bid prices for line items III. (a) through (h) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted. The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above. The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through July 31, 2006, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of folded flyers, saddle stitched and perfect bound publications, requiring such operations as electronic prepress, making reproducible, printing in one to five ink colors (including four-color process plus one additional ink color), binding, packing, mailing and distribution.

TITLE: Public Information Material.

FREQUENCY AND NUMBER OF ORDERS: Approximately 25 - 60 orders will be placed per year with 60% of the orders being placed for folded flyers, and the remaining orders for saddle stitched and perfect bound publications. Up to 7 orders may be placed in one day.

QUANTITY: Approximately 500 to 500,000 copies per order. Approximately 50% of the orders are for 5,000 copies or less. An occasional order may be placed for over 500,000 copies.

NUMBER OF PAGES:	Folded Flyers:	Single Leaf.
	Saddle-Stitched Products:	8 to 96 pages per order.
	Perfect Bound Products:	Approximately 72 to 200 pages per order. An occasional order may be placed for over 200 pages.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:
NOTE: Saddle Stitched and Perfect Bound products will be ordered in Formats A and B only. Folded flyers will be ordered in Formats A, B and C.

Format A: 3 x 6" up to and including 6 x 9".

Format B: Will include any trim size over 6 x 9" up to and including 8-1/2 x 11".

Format C: Will include any trim size over 8-1/2 x 11" up to and including 17 x 11".

GOVERNMENT TO FURNISH:

Camera copy consisting of line art and previously printed line and illustration material to be reproduced at various focuses.

Electronic Media as follows:

Platform:	Macintosh or Windows operating system.
Storage Media:	Disks (3-1/2"); SyQuest 200 – 270MB; Iomega cartridges (Bernoulli up to 230MB, Jaz 1GB, and zip 100MB); CD-R.
Software:	Programs used on the Macintosh platform will be Adobe PageMaker, QuarkXPress, Adobe Illustrator, Macromedia Freehand, Adobe InDesign, and Adobe Photoshop. Programs used with Windows platform will be Adobe PageMaker, Adobe InDesign, Adobe Illustrator, and Adobe Photoshop. <u>NOTE:</u> Current or near current versions of the above mentioned programs will be used.

Files for English version will be furnished in native application format. Files for all other versions will be furnished in the same page layout programs with all foreign language text placed as an EPS.

Fonts: All printer and screen fonts for English version will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

NOTE: The majority of files furnished under this program will be for English, however, files will also be furnished for the following languages: Spanish; Dutch; French; German; Italian; Portuguese; Chinese (simplified); Japanese; Czechoslovakian; Korean; Arabic; Polish; Russian; Serbian/Croatian/Bosnian; and Tagalog.

GPO Form 952 (Desktop Publishing - Disk Information).

A laser visual of the furnished electronic files will be provided. Visual will show color breaks. Pantone Matching System and/or CMYK used for color identification. Contractor to create traps as necessary.

Postage and Fees Paid Address Mailing Labels with quantities indicated thereon. Labels are not zip code sorted. If batch shipments are required, only one set of labels will be furnished.

Distribution List(s).

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on camera copy, or electronic media, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Contractor shall also be required to check electronic files against furnished hard copy. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Karen Biehl at (202) 344-1293.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic file. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

DIGITAL DELIVERABLES: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

REPRODUCIBLES: The contractor must make all reproducibles required unless Computer-to-Plate (CTP) method is utilized. All illustrations must be 150 line screen or finer. Reproducibles may be destroyed 30 days after delivery of print order.

PROOFS: When specified on the individual print order Contractor is to provide:

Two sets of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

-PLUS-

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted. The make and model number of the digital proofing system utilized shall be furnished with the proofs. Varnish may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Pantone colors may be substituted with a similar color but may not be built out of the four process colors for jobs requiring a Pantone color. For these jobs, the proofs will not be matched on press for the specified Pantone color.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to Print."

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

The paper to be used will be indicated on each print order. All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

TEXT: White Offset Book, basis weight: 60 or 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White No. 1 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

COVER: White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White Matte Coated Cover, basis weight: 65 or 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

PRINTING: The major portion of the work ordered under this contract will print in 1 to 3 Pantone ink colors. However, orders may be placed requiring printing in from one to five ink colors including 4-color process and one additional Pantone ink color.

Products print one-side only, head-to-head, head-to-foot, or head-to-side, as specified on the print order.

Match Pantone number as indicated on the print order.

Covers: Print cover pages as specified on the print order. Spot or full gloss, dull, or matte varnish or aqueous coating after printing on covers 1 and 4 will be required when specified on the print order. Varnish used must be clear and non-yellowing to prevent scratching and smearing.

All products printing in four-color process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Margins will be as indicated on the print order or furnished copy. Anticipate bleeds on some text pages and all covers.

BINDING: Various binding styles will be ordered in each of the "Formats" in accordance with these specifications. Bind as indicated on the print order. Each print order will contain complete binding instructions.

Flyers: Trim four sides, score and fold with from 1 to 3 parallel wraparound or accordion folds to size indicated. Follow print order or furnished sample.

Saddle-Stitched Publications: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed

Perfect Bound Publications: Gather in numerical page sequence, perfect-bind text and wraparound cover; trim three sides. Covers will require backbone and hinge scoring.

Drilling: Print orders may require drilling of 2 to 3 round holes, 1/4 to 1/2" in diameter. The majority of orders will be for 3-hole drilling. Dimensions for drilling will be indicated on the print order.

PACKING: Shrink film wrap when indicated, in quantities specified or in suitable quantities.

Bulk Shipments: Pack in shipping containers not to exceed 40 lbs. when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width. Pallets maybe required.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

If multiple print orders are placed in the same day, the print orders may indicate to batch them together for the same shipment. Collating into sets will not be required. One set of labels will be furnished for all of the orders being shipped together.

Internal Distribution: Bulk shipments to U.S. Customs and Border Protection may require breakdown of copies to various individuals by inserting single or multiple copies (up to 200 leaves) into kraft envelopes, or at contractor's option, jiffy bags.

Mailed Shipments:

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 10.8 kg (24 pounds), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 12.2 kg (27 pounds)).

Quantities over 10.8 kg (24 pounds), up to 16.3 kg (36 pounds), must be packed in shipping containers (maximum gross weight 18.1 kg (40 pounds)).

LABELING AND MARKING: Bulk Shipments: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Internal Distribution: Affix a furnished label to each envelope utilized for internal distribution.

Mailed Shipment: Affix a Government furnished "Postage and Fees Paid" address label to each shipping container used for mailing.

Contractor must create additional labels if required for batch shipments.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,000 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to one or two addresses within the commercial zone of Washington, DC. Inside delivery to room number specified will be required.

NOTE: See Attachment 1 for requirements for delivery to the Ronald Reagan Building and International Trade Center (1300 Pennsylvania Ave.).

Ship/Mail f.o.b. contractor's city to all other addresses.

Shipments are to be made by reimbursable small package carrier (i.e., Roadway, Federal Express, United Parcel Service, etc.). All shipments must be made by traceable means with inside delivery to room number(s) specified, and shall get signed receipts. Contractor must create the shipping manifest if it is required by the small package carrier.

Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at the class of postage designated on "Postage and Fees paid labels.

The contractor is cautioned that "Postage and Fees Paid" permit may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

Furnished material and proofs must be picked up from and delivered to: Karen Biehl at the U.S. Customs and Border Protection, 1300 Pennsylvania Ave., NW, Room 3.2-C, Washington, DC 20229.

NOTE: All pickups and deliveries of furnished material, proofs, and completed orders must be made between 8:30 a.m. and 2:30 p.m.

The following schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

WD After

Contractor must submit all required proofs.....	3
Contractor to pickup proofs.....	2
Contractor must complete production and deliver copies delivering f.o.b. destination, and deliver all copies mailing to the Post Office and small parcel post to the carrier.....	10

At the completion of each order all Government furnished material and digital deliverables must be delivered to Karen Biehl at the address indicated above.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and all f.o.b. contractor's city must be delivered to the carrier.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48-hours prior to the inspection. Notify the U.S. Government Printing Office, Quality Assurance, (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: Press Sheet Inspections must be held Monday thru Friday between the hours of 8:00 a.m. and 4:00 p.m.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Travel expenses and per diem to be incurred by the Government for press sheet inspections will be a factor in determining award. This will be based on sending one Government representatives from the Washington, DC, area to the contractor's plant for 10 inspection trips per year lasting two calendar days per inspection.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)	(3)			
(a)	4	8	8			
(b)	806	1077	59			
(c)	26					
(d)	256	563	16			
(e)	138	435	16			
(f)	10					
II.	(1)	(2)	(3)	(4)		
1. (a)	120	57	34,234	114		
(b)	22	58	1,276	576		
(c)	40	99	4,220	646		
2. (d)	120	354	1,200	1,416		
(e)	120	336	1,200	1,344		
(f)	100	138	200	384		
3. (g)	2	1	300	4		
(h)	3	8	700	55		
(i)	6	12	771	58		
(j)	5	10	669	58		
	(1)	(2)	(3)	(4)	(5)	(6)
4. (k)	2	2	3	20	15	152
(l)	2	52	8	120	1,220	752
(m)	2	65	15	10	2,581	429
(n)	1	19	4	10	951	209
III.	(1)	(2)	(3)			
(a)	800	28	2			
(b)	15	52	3			
(c)	16,000	560	2			
(d)	696	315	10			
(e)	2,526	1,486	274			
(f)	1,200	147	1			
(g)	273	2	1			
(h)	96	10	1			

IV.	(1)	(2)	(3)
(a)	258	122	16
(b)	270		

V. 1.(a)	6,649
(b)	3,300
(c)	43

2.(a)	5,708
(b)	4,122
(c)	20

3.(a)	100
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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, DC and f.o.b. contractor's city for all mailings and small parcel carrier shipments.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

A charge will be allowed for each text page of saddle-stitched and perfect bound publications whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

Cost of all required paper must be charged under Item III. Paper.

- I. PREPRESS: One basic charge will be allowed for each color on each printed trim-page-size or side of the product.

	<u>Per page</u>		
	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)
(a) Page produced from camera copy...per color	\$_____	\$_____	\$_____
(b) Page produced from electronic file....per color	\$_____	\$_____	\$_____

An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and requires scanning and digitizing. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size.

- (c) Line..... per illustration \$_____

Charges for line items (c) will be authorized ONLY when line illustrations are furnished separately, and are not scanned into electronic copy or furnished as an electronic file.

(Initials)

	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
(d) Digital content proof or similarper page/side	\$_____	\$_____	\$_____
(e) One-piece laminated digital color proof or similarper page/side	\$_____	\$_____	\$_____
(f) System Timework..... per hour	\$_____		

Electronic prepress operations, which cannot be properly classified under any other item, shall be charged as "System Timework". A statement outlining in detail the operations for which payment is claimed must support any charges made under "System Timework". In case of dispute, the Contracting Officer reserves the right to be the final judge as to operations and/or number of hours chargeable.

- II. **PRINTING AND BINDING:** The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications, and shall include the costs of all required materials (except paper) and operations, as applicable to the binding style ordered, in its respective "Format", as defined in Section 2.- Specifications.

Cost of all required paper must be charged under item III.

Additional Color: Prices offered for additional ink color shall include only those costs necessary for printing a single text page, flyer side or cover side in a color in addition to the first single ink color press run charged.

	<u>Makeready and/or</u> <u>Setup Charges</u> <u>Formats</u> <u>A</u> <u>B</u> (1) (2)		<u>Running Charges</u> <u>Per 1,000 Copies</u> <u>Formats</u> <u>A</u> <u>B</u> (3) (4)	
1. <u>SADDLE STITCHED PRODUCTS:</u>				
(a) Printing in a single ink color, including binding.....per page.....	\$_____	\$_____	\$_____	\$_____
(b) Printing in each additional ink color..... per page.....	\$_____	\$_____	\$_____	\$_____
(c) Printing in 4-color process, including bindingper page.....	\$_____	\$_____	\$_____	\$_____
2. <u>PERFECT BOUND PRODUCTS:</u>				
(d) Printing in a single ink color, including binding.....per page.....	\$_____	\$_____	\$_____	\$_____
(e) Printing in each additional ink color,per page.....	\$_____	\$_____	\$_____	\$_____
(f) Printing in 4-color process, including bindingper page.....	\$_____	\$_____	\$_____	\$_____

(Initials)

	Makeready and/or Setup Charges		Running Charges Per 1,000 Copies	
	Formats		Formats	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
3. <u>COVERS:</u>				
(g) Printing covers 1 and 4 or 2 and 3 in a single ink colorper side.....	\$_____	\$_____	\$_____	\$_____
(h) Printing covers 1 and 4 or 2 and 3 in each additional ink color per color/per side.....	\$_____	\$_____	\$_____	\$_____
(i) Printing covers 1 and 4 or 2 and 3 in four-color process.....per side.....	\$_____	\$_____	\$_____	\$_____
(j) Varnish/aqueous coat covers 1 and 4 or 2 and 3 per side.....	\$_____	\$_____	\$_____	\$_____

	Makeready and/or Setup Charges			Running Charges Per 1,000 Copies		
	Formats			Formats		
	<u>A</u> (1)	<u>B</u> (2)	<u>C</u> (3)	<u>A</u> (4)	<u>B</u> (5)	<u>C</u> (6)
4. <u>FLYERS:</u>						
(k) Printing in a single ink colorper side	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(l) Printing in each additional ink colorper side	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(m) Printing in four-color processper side	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(n) Folding (1 to 3 parallel folds)per flyer	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

Prices offered for (n) shall include the cost of scoring on the fold.

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf in applicable Format group.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Flyer - Each page-size leaf in applicable Format group.

(Initials)

	Per 1,000 leaves		
	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
(a) White Offset Book (60 lbs.)	\$_____	\$_____	\$_____
(b) White Offset Book (80 lbs.)	\$_____	\$_____	\$_____
(c) White Litho Coated Book (70 lbs.)	\$_____	\$_____	\$_____
(d) White Matte Coated Book (70 lbs.)	\$_____	\$_____	\$_____
(e) White No. 1 Coated Text (80 lbs.)	\$_____	\$_____	\$_____
(f) White Litho Coated Cover (80 lbs.)	\$_____	\$_____	\$_____
(g) White Matte Coated Cover (65 lbs.)	\$_____	\$_____	\$_____
(h) White Matte Coated Cover (80 lbs.)	\$_____	\$_____	\$_____

IV. ADDITIONAL OPERATIONS:

	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
(a) Shrink-film wrapping per 100 packages	\$_____	\$_____	\$_____
(b) Drilling (each run) per 1,000 leaves	\$_____	\$_____	\$_____

Four holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness or cover stock will be counted as three leaves.

V. PACKING AND SEALING FOR DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of all necessary wrapping and packing materials, labeling or marking, and delivery in accordance with these specifications.

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping containers.....per container \$_____
- (b) Internal distribution..single or multiple copies in
kraft envelopes (up to 200 leaves).....per envelope \$_____
- (c) Palletizingper pallet.... \$_____

2. Mailing:

- (a) Single or multiple copies in kraft envelope (up to
200 leaves).....per envelope \$_____

(Initials)

- (b) Quantities over 200 leaves, up to 10.8 kg (24 lbs.) wrapped in shipping bundles, or packed in shipping containers, at contractors option (maximum gross weight 12.2 kg (27 lbs.))per bundle or container..... \$_____
- (c) Quantities over 10.8 kg (24 lbs.), up to 16.3 kg (36 lbs.),packed in shipping containers (maximum gross weight 18.1 kg (40 lbs.))...per container \$_____
3. Addressing additional labels for more than one parcel per destinationper label \$_____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____
- a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
- b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product_____
- a. Number of hours from notification to carrier to pickup of completed product..... _____
- b. Number of hours from pickup of completed product to delivery at destination _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

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ATTACHMENT 1

REQUIREMENTS FOR FREIGHT DELIVERY To Ronald Reagan Building and International Trade Center

FedEx, DHL, and UPS are authorized to enter the building. All others must follow the instructions listed below.

Contractor must complete a Freight Delivery Request Form for all deliveries to the Ronald Reagan Building and International Trade Center (RRB/ITC), known also as 1300 Pennsylvania Ave NW.

All U.S. Customs and Border Protection (USCBP) delivery requests to the RRB/ITC for this print order must be coordinated through Dewey Hicks, Print Specialist at 202-344-1306.

All deliveries require a minimum of 72 hours advanced notice, not including weekends or holidays. All requests must be completed and submitted by 2:00 PM local time. Requests received after 2:00 pm local time will be processed the next business day.

All deliveries must be received by 3:00 pm local time.

Vehicles over 55 feet in length from bumper to bumper and vehicles over 13 feet in height are prohibited from making deliveries to the RRB/ITC Loading Dock.

All deliveries are subject to off-site inspection by the Federal Protective Service (FPS) prior to entering the RRB/ITC. The vehicle and driver will be required to report to the Navy Yard Southeast Federal Center, 3rd and M Street, SE, Washington, DC. The off-site inspection should take approximately 20 minutes. After a successful inspection, the vehicle and driver must report to the RRB/ITC Loading Dock within 30 minutes, otherwise the delivery will be cancelled and must be rescheduled.

For additional assistance or any questions, please contact Dewey Hicks, Printing, Graphics, and Distribution, Room 3.2-C, 202-344-1306.